

Appendix 4 Honoraria TO Annex A Chaplains' Fund SOP

1. PURPOSE: To provide standing operating procedures (SOP) to request, authorize and pay honoraria from the Ft Polk Chaplains' Fund.

2. REQUIREMENTS:

a. Honoraria using money from the Ft Polk Chaplains' Fund must support the JRTC & Ft Polk religious program. Approval authority for honoraria is the JRTC & Fort Polk Master Religious Plan (CMRP). Honoraria must have a Chaplaincy Support Activity (CSA) number from the current CMRP. Honorarium Documentation form signed by the Ft Polk Chaplaincy Resource Manager (CRM) provides authorization to pay an honorarium. No honorarium is paid without an Authority for Honorarium form signed by the CRM.

b. When travel and /or lodging and / or other expenses are requested in conjunction with a fee, this is not an honorarium. With such multiple payments, a contract is written. (See SOP memorandum SUBJECT: Contracts for information and procedures to request, authorize and write contracts.) Honoraria are not included in contracts.

c. Honoraria are not paid to Chaplains / Chaplain Assistants. Honoraria are not paid to distinctive faith group leaders. Honoraria are not paid to another Chaplains' Fund or NAFI to include a group / program which is a part of a chapel.

3. REQUEST FOR HONORARIUM:

a. Requests for honorarium begins at the program element (PE). Person / committee wishing to give an honorarium completes REQUESTER portion of the Request for Honorarium form (**Encl 1**). If the person for whom the honorarium is requested is military, requester gives rank, unit and duty location. Amount of honorarium is based upon (1) educational level / professional ranking and (2) number of services / amount of time of event / program. Minimum honorarium is \$25 per service and maximum honorarium is \$500 per service.

(1) High school graduate through college courses (not a college degree) and / or Enlisted Service Member (or civilian equivalent) maximum is \$50 per service or \$200 per day.

(2) College graduate and / or Officer Service Member (or civilian equivalent) maximum is \$75 per service or \$350 per day.

(3) Graduate degree and / or General Officer (or civilian equivalent) maximum is \$500 per service or \$2500 per day.

b. Requester gives the Request for Honorarium form to his / her Chaplain Resource Coordinator (RC) or, if applicable, to his / her distinctive faith group leader.

(1) RC ensures the request is congruent with CMRP, meets the requirements of this Chaplains' Fund SOP, and includes all information necessary to pay the honorarium. If request does not meet the three requirements above, RC works with requester to complete another request.

(2) If request is in support of a service led by a distinctive faith group leader, requester gives the Request for Honorarium Documentation form to the distinctive faith group leader for approval. If distinctive faith group leader approves of requesting the honorarium, he / she signs form and gives it to his / her supervisory Chaplain. Supervisory Chaplain ensures request is congruent with the CMRP, meets the requirements of this SOP, and includes all information necessary to pay the honorarium.

(3) When Request for Honorarium form is approved by RC, RC signs the form and sends / faxes it to the CRM.

4. AUTHORITY FOR HONORARIUM:

a. If CRM disapproves request, he / she sends form back to RC with explanation. If CRM approves, he / she produces an Authority for Honorarium form (**Encl 2**). CRM establishes the NTE amount of honorarium. When CRM signs Authority for Honorarium form, this is authorization for the Chaplains' Fund to pay the requested honorarium. CRM attaches the Request for Honorarium to the Authority for Honorarium and gives it to the Fund Clerk.

b. Fund Clerk produces a Purchase Order form. He / she attaches Purchase Order form to the Authority for Honorarium form. Fund Clerk sends / faxes Honorarium form, with attachment, to RC.

5. PAYMENT FOR HONORARIUM:

a. RC attends service / event for which person / organization is authorized honorarium. At the conclusion, RC has the person / organizational representative sign the Authority for Honorarium form.

(1) RC may designate another to obtain this signature but the designee must attend the service / event. Signature of RC or person designated by RC verifies service(s) were provided.

(2) If the honorarium involves a distinctive faith group service / event, distinctive faith group leader signs Honorarium form. The completed Authority for Honorarium serves as a request for payment of honorarium.

b. RC sends / faxes form, with attachments, to the Fund Clerk for payment.

c. Fund Clerk writes check and mails check to address given on Honorarium form within three working days of receipt.

Encls

1. Request for Honorarium
2. Authority for Honorarium